Project Progress Report (PPR) Reporting Periods:

PPRs are due twice yearly, with those due dates dependent on your grant cycle.

Q2 Grant Cycle (e.g., grants with January start date)			
PPR Type	*Reporting Period*	*Due Date*	*What is to be Reported*
PPR Lite Semiannual	January 1- June 30	July 31	• Output data for the 6 month period; do **NOT** report outcome data in the PPR Lite • Demographics Section
PPR Annual	January 1- December 31	January 31	• Output data **and** outcome data for the 12 month period. • Demographics Section • Narrative Section
Q3 Grant Cycle (e.g., grants with April start date):			
PPR Type	*Reporting Period*	*Due Date*	*What is to be Reported*
PPR Lite Semiannual	April 1- September 30	October 30	• Output data for the 6 month period; do **NOT** report outcome data in the PPR Lite • Demographics Section
PPR Annual	April 1- March 31	April 30	• Output data **and** outcome data for the 12 month period. • Demographics Section • Narrative Section
Q4 Grant Cycle (e.g., grants with July start date):			
PPR Type	*Reporting Period*	*Due Date*	*What is to be Reported*
PPR Lite Semiannual	July 1- December 31	January 30	• Output data for the 6 month period; do **NOT** report outcome data in the PPR Lite • Demographics Section
PPR Annual	July 1- June 30	July 30	• Output data **and** outcome data for the 12 month period. • Demographics Section • Narrative Section

Performance Measures Reporting:

Performance Measures targets are annual targets. The target level you chose when you completed your application was to reflect the level you anticipated performing at in the third year of the three year project period.

Grantees are expected to collect data that aligns with the data collection plans they identified in their application and do that collection so that they can report on output data in the semi-annual PPR Lite and both output and outcome data in the Annual PPR.

Each PPR covers a specific reporting period which is identified on the report. In a given report, based on your data collection results, you will provide data showing the progress made in that reporting period

toward your targets. Data outside of that reporting period should not be included in the report. Your first PPR of a grant year, the PPR Lite, is to include data for the first six month of that grant year. Your second PPR, e.g., your Annual PPR is to include data for the entire 12 months of the grant year.   You will start fresh with reporting for the next grant year.

CNCS program officers assess your progress toward your targets when they review your PPRs, gauging whether you appear to be on track to be meet those targets by the end of the three year project period.

Other Community Priorities: If placing unduplicated volunteers in Other Community Priorities, grantees should establish their own internal targets for the activities in that measure. Those targets are up to a grantee. Examples that some grantees have used are the number of clients served, the number of volunteer hours served, the number of stations provided RSVP volunteer assistance, etc. The choice is yours. You will simply need to indicate in your report if you met your internal targets.   You do not need to tell us what those targets are or report specific results.

Using the Grantee Comment Cells:

Please use the Grantee Comments cell available for each PM to inform CNCS if you are encountering difficulties with that workplan; if activity is behind pace, if you encountered difficulties with data collection or used a different data collection plan other than that described in your approve application. Basically, use this cell to let us know when things are "off course".

Narratives Section:

Please be sure to fully complete the Narratives section informing us of challenges, accomplishments, and any technical assistance needs. Highlight what's working, what's not working, etc.   This is where you can provide further detail if you have are having difficulty with implementing any of your Performance Measures as well as challenges you might be having in other aspects of project management.

Demographic Section:

Important Note: For FGP/SCP grantees, direct benefit expenses are to be reported cumulatively across the three year project period. All other demographic data for FGP/SCP and all demographic data for RSVP is not cumulative and is to be for the reporting period.

PPR Instructions and Other Helpful Links:

This tip sheet is provided as a guide and additional resource for Senior Corps grantees. It is not intended to replace the **Progress Report Instructions** which can be found here.

In addition, there are some resources in the *Operational Handbooks* that may be helpful to you in preparing your reports:

- Appendix A.6- Senior Corps Progress Report Tips: https://www.nationalservice.gov/documents/2017/appendix-a6-senior-corps-progress-report-tips

- Appendix A.7- Quick Reference Guide for Senior Corps Reports and Due Dates: https://www.nationalservice.gov/documents/2017/appendix-a7-quick-reference-guide-senior-corps-reports-and-due-dates